



302ND DISTRICT COURT

JUDGE TENA CALLAHAN
600 Commerce, Suite 455 (4th Floor)
Dallas, TX 75202-4614
214.653.6189
214.653.6131 (fax)

ASSOCIATE JUDGE JEAN LEE
600 Commerce, Suite 475 (4th Floor)
Dallas, TX 75202-4614
214.653.6992
214.653.6131 (fax)

Prove-Ups: Weds / 8:30 – 9:30 a.m.
Contempt: Mon / 9:00 a.m.
Pre-Trial: Mon / 2:00 – 3:30 p.m.
(courtroom) (3 per 15-min. intervals)
Mon/ 3:30 – 5:30 p.m.(phone)
Motion docket: Fri / 2:00 – 6:00 pm

TRO & TEMP: Tues / 9:00 a.m.; 1:30 p.m.
Thurs / 1:30 p.m.
CPS & TEMP: Weds / 9:00 a.m.
Modifications: Weds / 1:30 p.m.
Special Sets: Mon & Fri / all day
Legacy Court Thurs / 9:00 a.m. – 12:00
DWOP docket: Thurs / 9:00 a.m.
(1 x per month)

JUDGE HEARS:

All final judgments (EXCEPT MODIFICATION OF CHILD SUPPORT AND POSSESSION); prove-ups; writs'; contempt; special appearances; associate judge appeals; paternity; pre-trials; jury trials.

ASSOCIATE JUDGE HEARS:

Final trial if attorneys agree; all temporary matters; TRO's; protective orders; special appearances; final judgments of modification of child support and possession; discovery; writs; pro se prove-ups; other prove-ups at her discretion.

COURT STAFF:

CLERK:	BARBARA BARTON	214.653.7375
ASST. CLERK:	CALLIE GREEN	214.653.7375
COORDINATOR:	TWYLA WEATHERFORD (twyla.weatherford@dallascounty.org)	214.653.6189
REPORTER:	ELIZABETH GRIFFIN	214.653.7489
BAILIFF:	TOM CHISM	214.653.6189



1. **AFFIDAVIT OF INABILITY TO PAY:** If the District Clerk files a motion contesting an Affidavit of Inability to Pay Costs, the motion will be heard by the Associate Judge.
2. **APPEAL OF ASSOCIATE JUDGE'S REPORT:** If the Associate Judge's Report is reduced to a formal order while an appeal is pending, the Judge will sign it, but will not enforce it by contempt until the appeal is either denied or becomes moot. Otherwise, the order is in full force and effect as an order of the Court. See TFC 201.007 and 201.013. All appeals from the Associate Judge recommendation are set on the District Judge's pre-trial docket. The District Judge will conference with all parties at the pre-trial setting and a hearing date for the AJ Appeal will be set.
3. **APPOINTMENTS BY THE COURT:** There is no published "list" of persons who will be appointed by the Court to serve as psychologists, mediators, ad litem, or amicus attorney. The Court will determine on a case-by-case basis whether an amicus attorney will be appointed on private, agreed termination/adoption cases.
4. **AUDIO / VISUAL EQUIPMENT:** Anyone wishing to use this equipment should become familiar with its use prior to trial. Check with the coordinator about the availability of the courtroom.
5. **CHILDREN:** Please follow Dallas County Local Rule 14.05 re: children at courthouse. Possession schedule for children under age 3: general preference is for frequent contact with both parents; however, each case is decided on its own merits.
6. **CHILD SUPPORT:** Payment through Texas Child Support Disbursement Unit. No direct pay to Obligee will be ordered. Parties are enrolled in C.A.R.E. program unless they opt out.
7. **CONFERENCES:** Scheduled like any other matter.
8. **CONTEMPT:** A prepared contempt order and order of commitment IS REQUIRED prior to hearing on contempt matters.
9. **CONTINUANCES:** Follow TRCP and Local Rules. If continuance is granted, the case will be set on a dismissal docket, pre-trial docket, or for another trial setting.
10. **COURTROOM DECORUM:** Turn cell phones off. Follow Dallas County Local Rule 14.05 regarding children. Beverages in courtroom permitted, but be cautious about electronic equipment.
11. **DAUBERT CHALLENGES:** Need to be scheduled and heard prior to pre-trial hearing.
12. **DECREES:** Submit within 30 days of announcement of agreement or conclusion of trial, per Local Rule 8.02. **"FAMILY VIOLENCE STATEMENT" REQUIRED.** Failure to do so will result in court setting aside rendition (after a trial) and case will be dismissed.



13. **DISCOVERY DISPUTES:** Associate Judge will determine. If there is a dispute during a deposition, contact the Court Coordinator.

14. **DISMISSAL DOCKET:** All cases will be placed on the dismissal docket at the time of filing. The Associate Judge will conduct a dismissal docket one Thursday per month. Written requests to retain a case on the docket may be e-mailed or faxed to the Court Coordinator in advance of the dismissal hearing, and will be considered and ruled on by the Associate Judge at the time of the dismissal docket. No telephone requests. Each retention request is considered on a case-by-case basis.

15. **EMERGENCY CONTACT WITH COURT:** Contact the Court Coordinator.

16. **FAMILY VIOLENCE STATEMENT:** Required in orders / decrees. Oral testimony required at prove up.

17. **INTERPRETERS:** If a litigant is represented by counsel and requests an interpreter, the cost of the interpreter will be charged as court costs against the requesting party. Please check with the Court Coordinator for interpreter fees. Prior to the hearing, the litigant will be required to deposit the appropriate fee payable to Dallas County.

18. **INTERVIEWING CHILDREN:** Judge will conduct interview if required, but only after completion of all other testimony, and only after scheduling the interview in advance so that children do not miss school or sit for extended periods in the courthouse hallways. Preference is for referral to Family Court Services or counselor, if needed.

19. **MEDIATION:** Mandatory in disputes involving conservatorship or possession/access regarding children. Mandatory in property disputes if more than 1/2 day will be required for trial.

20. **NAME CHANGE:** An affidavit will be required in divorce cases where a name change is requested. Live testimony will be required in independent name change actions.

21. **PARENTING CLASSES:** Parents are encouraged to attend Families First. Attendance is required if an answer has been filed or it is ordered by the Court.

22. **PATERNITY ISSUE IN DIVORCE:** Court will not grant a divorce if the Wife is pregnant. If Husband and Wife agree that the Husband is not the child's biological father, paternity must be established.

23. **PRE-TRIAL HEARING:** All contested matters are set on the Court's pre-trial docket. A written request (email is sufficient) for a pre-trial setting is required. All parties shall appear at pre-trial with sufficient information about the status of the case so that the Court can, with reasonable certainty, schedule a final hearing. The Court will conduct non-evidentiary pre-trials by telephone if all parties are represented by counsel.

24. **PRIOR SAPCR:** Even if modification is not requested, prior SAPCR must be transferred and consolidated into the divorce action.



25. **PRO SE DIVORCES:** Judge will hear pro se divorce prove-ups at 8:30 a.m. on Wednesdays in the 302nd main courtroom

Advance approval of all documentation by the Judge is required. After the statutory time has expired and all legal prerequisites have been met, a pro se party may submit final paperwork to the clerk for review by the Judge. Seven to ten days after submission of the final paperwork, the party may call the clerk's office to ascertain if the paperwork has been approved. If not approved, the party should pick up the paperwork and the Judge's review, make all required corrections, and resubmit. If approved, the party must contact the Court Coordinator at 214/653-6189 to set a prove up date.

26. **RESIDENCY RESTRICTION:** Decided on case-by-case basis. It is the policy of this state to encourage frequent contact between a child and each parent for periods of possession that optimize the development of a close and continuing relationship between each parent and child. See TFC 153.251 and 153.252. If there is no restriction, allocation of expenses will be determined pursuant to TFC 156.103.

27. **STANDING ORDERS:** Dallas County Standing Order.

28. **STIPULATION DIVORCES:** None heard.

29. **TEMPORARY RESTRAINING ORDERS:** If relief in addition to that contained in the Standing Order is requested, the requested relief must be supported by affidavit.

30. **TRIALS:** Set at pre-trial conference. If settled prior to trial date, immediately give notice of settlement to the Court. Require Proposed Parenting Plan; Proposed Property Division; and Inventories at trial. Time limits for voir dire, opening statements, closing statements, and trial will be determined at pre-trial on a case-by-case basis.